



Position Title:	Director of Career Services
Job Bulletin Number:	103285
Classification:	Administrator II
Department:	Career Services
Full/Part-time:	Full-time
Employment Type:	MPP – this position is part of the California State University Management Personnel Plan (MPP). No tenure or permanent status can be achieved within the MPP.
Bargaining Unit:	M80
Pay Plan:	12 month
Salary Range:	Hiring salary anticipated to be \$85,000 - \$105,000 commensurate with education and experience.
Benefits:	Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.
Pre-Employment Conditions:	Background including criminal and DMV records
Closing Date:	Open until filled. A review of applications will begin Tuesday, July 6, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY:

Under the general direction of the Vice President for Student Affairs and Cadet Development (VPSACD), the Director of Career Services is responsible for planning, directing, and evaluating a comprehensive program that delivers a wide range of career planning and placement services to students (graduate and undergraduate), campus departments, alumni, community, and employers. The Director will make management decisions, which can be comprehensive, difficult, and complex and will be required to formulate operational policies at the campus-wide level, subject to the VPSACD approval in matters related to broad policy considerations, campus-wide coordination, and long-range planning.

The Director of Career Services exercises full responsibility for the successful operation of the Career Center. The Director, plans, organizes, directs, and evaluates programs within the Center and formulates and implements policies. The Director oversees On-Campus Recruiting, Career Counseling, Online Career Services, Employer Relations, and On-Campus Job Fairs. In addition, the Career Center under the leadership of the Director, provides significant assistance to the academic programs and the respective students for the Cooperative Education and Sea-Training II experience. Furthermore, the Career Center provides additional assistance to all students who may need additional sea-time to complete the programmatic and USCG requirements. The Director assumes ultimate responsibility for the delivery of career and employment services to California State University Maritime Academy students (graduate and undergraduate), and the overall implementation of related legal mandates, California State University policy, and campus policy.

HOW TO APPLY: Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at <http://www.csum.edu/web/hr/careers>.

ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:

Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master's degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:

Management:

Planning: Develops annual goals and objectives, plans utilization of staff and material resources, and forecasts service levels; analyzes data regarding the use and quality of services delivered; assesses cost/benefit rationale, devises and implements appropriate strategies for optimal operational efficiency.

- Provides oversight for all workshops and ensures programming goals are being met to department and campus objectives.
- Provides oversight of the Career Fair and Career Expo.
- Maintains, develops, and creates new relationships with industry leaders, governmental agencies and non-profit organizations (NGOs) for on-going support of students in all academic programs.
- Ensures assessment of workshops and activities are being conducted and coordinates with the Academic Deans to develop improvement strategies.

Leadership: Hires, trains, supervises and evaluates staff; ensures on-going staff development; promotes a high level of motivation and excellent work performance; schedules employee work hours, approves and monitors attendance; oversees student assistants.

Organization: Makes employee work assignments, ensures sufficient and proper office coverage; ensures that delivery service systems are professional, friendly and quality-driven; ensures that access to the Center's employment services is not hampered by reasons protected by Cal Maritime and CSU non-discrimination policy.

Technology: Maintains familiarity with and working knowledge of computer network systems (i.e., web, software, hardware, internet and intranet services) and career services technology; oversees the transition of Career Center services to an electronic format.

Fiscal: Prepares, recommends and monitors Center's budgets; seeks ways to offset expenditures; manages fees for service efforts.

Campus and External Relations:

Campus Relations: Serves as a spokesperson, relative to career planning ideals and the services of the Center, to campus administrators, academic officers, faculty, staff, student groups and to the community at large through

public speaking, trade show contacts and direct in-person contact, and calls both on and off campus. Works closely with directors of other student programs to collaborate the management of services. Interfaces on Admissions Days, Move-in/Move-Out Days, Commencement, Career Fairs, and Orientation.

Industry Relations: Serves as one of the Cal Maritime liaisons to industry – builds new and maintains existing relationships with a variety of industries that support all academic programs

- Travels to employers to make site visits
- Heavy communication via email and phone

External Relations: Ensures maximum utilization of Career Services by constituent groups; manages the advertisement and publicity of services; attends off-site meetings, trade shows, and industry related symposiums of various disciplines relating to Cal Maritime's core degree programs to recruit companies to participate in hiring, on-campus recruiting, co-ops, internships, commercial cruise positions, new graduate and alumnae placement.

Program Coordinator:

Responsible for coordinating all aspects of summer programs (Academic Program Co-Ops or Sea-Training II and additional sea-time requirements; responsibilities do not include academic assessments.

- Meets with Academic Deans and department chairs to discuss Career Services programs and receive direction
- Builds relations with external industries, government agencies and NGOs to find and develop possible student Co-Op and employment positions.
- Calls and meets with industry/agency leaders to secure placement opportunities.
- Serves as direct contact for industry/agency participants involving summer programs as listed above.
- Meets with students (graduate and undergraduate) to outline policies and procedures. Follows up to ensure procedures are followed.
- Ensures that Career Services staff processes all cadet documentation required to ensure placement within individual company and agency standards.
- Provides necessary data as required and requested by the Registrar, Academic Program Leaders, USCG Licensing Office, Academic Deans and Department Chairs.
- Through data collected by other departments, creates, follows, and manages a student Sea-Training II list.
- Ensures confidentiality of all cadet personal and medical information.
- Provides leadership to counselors to ensure all requirements set by employers are met.
- Makes industry related site visits (i.e. placement, discipline, employer request)
- Follows up with employers for the status of students conducting a Co-Op or Sea-Training II requirement
- Maintains active communication to industry regarding career services events.

Serves as Career Counselor to students in all academic programs:

- Meets with students to develop career strategies.
- Helps students (graduate and undergraduate) and alums with resumes, cover letters, notes, job applications and other career related forms, tactics, strategies, and goals.
- Holds workshops, guest speakers, etiquette dinners, and classes on various career related topics (i.e. resumes, cover letters, government applications, etc.)

Other Duties as Assigned:

- Serves on campus, CSU system-wide, and external committees as requested; maintains state-of-the-art competency levels by attending conferences, seminars, review of pertinent literature or being actively involved in professionally related associations.
- Maintains up-to-date information on careers, occupations, current employment opportunities and trends, and entry-mid-and senior level occupational requirements.
- Tracks and prepares reports on Career Services activities, accomplishments or problems on a regular basis.
- Serves on Student Affairs Leadership Team (SALT) and assists Vice President of Student Affairs with other duties as assigned.
- Assists with orientation, preview days, homecoming, Edwards Leadership Development events, graduation, athletics, commencement, and other events.

- Assists Student Affairs in a variety of ways to ensure educational, social, and developmental objectives are completed by the division.

REQUIRED QUALIFICATIONS:

- A Bachelor's degree is required.
- California Driver's license or ability to obtain.
- At least seven years' experience of progressively responsible work experience in Career Services management, related industry recruitment and personnel development, or industry experience related to one of the existing undergraduate academic programs at Cal Maritime including a minimum of four years of managing the work of others.
- Ability to lead and enable groups of people to face challenges and achieve results under complex conditions.
- Excellent oral and written interpersonal and communication skills.
- The ability to work effectively and build strong alliances internally and externally with a broad range of individuals.
- A commitment to diversity and experience working effectively in a culturally and ethnically diverse environment.
- A demonstrated commitment to successful programmatic assistance in diversity, equity, and inclusiveness for a variety of graduate, undergraduate, and alumni.
- Thorough knowledge of career services resources, technology, tools, information, and programs
- Thorough knowledge of information technology used in Career Services.
- Excellent skills in leading a diverse population of staff.
- Ability to learn, interpret, coordinate and independently apply a variety of policies and procedures
- Ability to apply judgment, discretion and initiative
- Excellent organizational and planning skills and efficiency in handling multiple projects.
- Computer proficiency, proofreading skills, and demonstrated experience in the use of technology

PREFERRED QUALIFICATIONS:

- A Master's degree in Career Development, Student Personnel Services, Higher Education Leadership, or closely related field offered by Cal Maritime either graduate or undergraduate programs is preferred.
- Thorough knowledge of the Industry and career opportunities related to all Cal Maritime graduate and undergraduate programs.
- Knowledge of career development theories relevant to a specialized training program such as that at California State University Maritime Academy and demonstrated sensitivity and understanding of the needs of its student body.
- Experience with a small, mission focused university
- Experience recruiting or working with employers representing all academic programs both graduate and undergraduate programs.
- Knowledge of USCG licensing and maritime industry.
- Familiarity with collective bargaining and administering corrective actions as appropriate in a collective bargaining environment.
- General knowledge of PeopleSoft.

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS: Involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.

HOURS of WORK/TRAVEL: Travel outside of business hours may be required. Travel involves working away from home for extended periods, including extended hours and minimal time off for up to a month at a time. Must be able to travel to diverse locations, including industrial complexes, office buildings, and convention centers at short notice via plane and automobile.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check and DMV records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

MANDATED REPORTER: The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

DESIGNATED POSITION: This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

TITLE IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: <https://www2.calstate.edu/titleix>

EEO STATEMENT: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.